



# Philadelphia Parks & Recreation BUS PERMIT



APPLICATIONS MUST BE RECEIVED 45 DAYS PRIOR TO REQUESTED DATE  
Complete the following five steps. Faxed or Emailed applications will not be accepted.

### STEP 1. Select the type of Permit

- One Day Bus Permit (One Time Use) \$ 50.00 per permit\* (Restrictions may apply)
- Seasonal Bus Permit (Six Dates with One Year) \$ 200.00 per permit (Restrictions may apply)

\*Applications received less than 45 days in advance are subject to additional costs up to a 50% increase in stated cost.  
All Checks returned for insufficient funds will incur additional charges.

### STEP 2 Provide Driver and Insurance Information

Driver Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone Number \_\_\_\_\_ EMAIL \_\_\_\_\_  
 Year of Vehicle \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

### STEP 3 Provide Date(s) and Destinations

#### One Day Bus Permit

DATE \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

#### Seasonal Bus Permit (Six Dates Maximum)

1. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

2. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

3. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

4. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

5. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

6. \_\_\_\_\_ Hours (From – To) \_\_\_\_\_

Destination (include all roads traveled and all scheduled Stops)

\_\_\_\_\_

**STEP 4. Read and Sign (please initial all Xs)**

A copy of the permit must always remain in the vehicle.

- Permits are non-transferable and non-refundable. Refunds will not be granted for inclement weather. **X**\_\_\_\_\_
- Additional fees may be charged for rescheduling or a late charge for less than 45 days processing time. **X**\_\_\_\_\_
- Applicant shall ensure that no one shall drive or park vehicles on grass areas, athletic fields or service roads. **X**\_\_\_\_\_
- No tobacco product may be used on any land or facility under the jurisdiction of PPR and the permit holder is responsible to ensure that all event participants and spectators are notified of such, throughout the time of the permit, and in compliance. **X**\_\_\_\_\_
- Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Philadelphia and the laws of the Commonwealth of Pennsylvania. **X**\_\_\_\_\_
- Applicant agrees to indemnify and hold harmless the City of Philadelphia and the Philadelphia Parks & Recreation department from any liability to any person resulting from any property damage or personal injury occurring in connection with this permit. **X**\_\_\_\_\_
- Permit holder agrees that it shall comply with all applicable provisions of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq., and its implementing regulations (“ADA”). In addition, Permit holder shall take no action that prevents, impairs or interferes with measures or conditions necessary for compliance by the City with the ADA. For more information, please visit <https://www.phila.gov/departments/mayors-office-for-people-with-disabilities/resources/>. **X**\_\_\_\_\_

**I do solemnly swear (or affirm) that all given statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**STEP 5. Submit the Application**

**Return the completed form along with a check or money order, payable to FAIRMOUNT PARK. Applications will not be processed without the proper payment. All checks returned for insufficient funds will incur additional charges.**

Philadelphia Parks & Recreation  
Special Events Office – Winter Street Building  
Deliver To Rear Entrance  
2130 Winter Street  
Philadelphia PA, 19103  
Phone: (215) 685-0060